



FROM THE DESK OF . . .


DIRECTORATE FOR ADMINISTRATION


STAT

DDA/Registry:

Please add following note to the subject
copy of ER 86-5091X:

Joan (OF) advises that 
has met with the representatives
of JFMIP and has determined that
no response will be made as
information is forwarded to
other Government agencies.
Mary in ER advised to clear
suspense.

STAT


1/15/87

STAT

Note

10 Nov 86

ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X	X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17	D/Finance/DA		X		
18					
19					
20					
21					
22					
SUSPENSE					

Remarks

To # 6: For direct response, please.

Executive Secretary
7 NOV 86

Date

3637 (10-81)

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF FINANCE		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR YOUR REVIEW. IF RESPONSE IS
NECESSARY, PLEASE RESPOND DIRECT
WITH DROP COPIES TO THE DDA AND ES.

SUSPENSE: 31 DECEMBER 1986.

If no response is necessary, please call Sue
on [] to clear suspense.DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

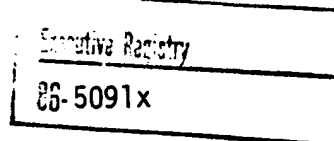
FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

* U.S.G.P.O. 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.306

**JOINT FINANCIAL MANAGEMENT
IMPROVEMENT PROGRAM**

666 ELEVENTH STREET, N.W.
SUITE 705
WASHINGTON, D.C. 20001
TELEPHONE (202) 376-5415



October 31, 1986



MEMORANDUM TO HEADS OF INDEPENDENT AGENCIES

David V. Dukes
FROM : David V. Dukes, Executive Director

**SUBJECT: JFMIP Annual Report on Improvements in Financial
Management**

The Joint Financial Management Improvement Program (JFMIP) publishes its annual improvements report as a means of sharing and disseminating information among managers throughout the Government. The report summarizes financial management initiatives of the JFMIP and its sponsoring agencies, the operating agencies, and the auditing community.

Last year's Annual Report was enhanced to highlight the use of microcomputers for financial functions, initiatives to improve auditing, and agencies' initiatives to improve internal financial management activities. Appendix A of the 1985 Annual Report provided a summary of agencies' submissions by functional area.

For the 1986 Annual Report, we plan to further enhance the report's usefulness through more concise and timely reporting of agencies' efforts to improve financial management. Our intent is to publish the report in March 1987. To make this possible, we are asking your assistance in two areas. First, this letter requesting your input is one month earlier than last year and is asking for your response one month earlier. Second, we are asking each agency to provide a concise summary (suitable for publication) of each reported improvement. Agencies may, if they choose, provide more detailed information in support of their summaries. These two changes will enable us to report more of the agencies' initiatives and to more timely share these efforts with the financial management community.

One of the objectives of JFMIP is to disseminate information through the Annual Report, and by other means, so as to minimize duplicate and overlapping improvement efforts in the agencies. We would appreciate receiving any comments you may have on whether the Annual Report helps your agency in meeting that objective, together with your comments on how the Annual Report's usefulness may be further improved.

The requested information should be submitted in accordance with the guidelines set forth in the Attachment. Please submit an original and two copies by December 31, 1986, to the above address. If you or your staff have any questions, please call Doris Chew on (202) 376-5415.

Attachment

cc: JFMIP Liaison Representatives

ATTACHMENT

Instructions for Completing the Status Report on
Major Financial Management Improvements

The reporting format to be used is provided as Appendix A. An agency's package should consist of a series of improvement reports prepared in this format (one page for each major improvement).

For each item being reported, check in the space provided, one of the following reporting categories:

- Improved Financial Reporting;
- Systems Modernization and Consolidation;
- Accounting Procedures;
- Auditing Improvements;
- Budgeting;
- Cash, Credit, and Debt Management;
- Microcomputer Applications;
- Payroll and Personnel Systems;
- Productivity;
- Other.

• The status of each reported item should be checked either as (1) "accomplished," i.e., completed during 1986, or (2) in process."

For each reported item, there should be (1) a concise and succinct description of the improvement, (2) the actual or estimated implementation/completion date, (3) any actual or anticipated cost savings, (4) other major benefits, and (5) the name and telephone number of an individual to whom requests for more specific information on the improvement can be directed. The narrative should be descriptive of the improvement, yet be concise enough that it can be reported with minimum or no modification in the Annual Report. Do not use acronyms or abbreviations, unless they are fully explained or identified.

The summary narrative on each reported item should be limited to the space provided on Appendix A. Please refer to the 1985 Annual Report for reported improvements as a guide to govern the length and description of the summary report on each improvement. More detailed information is optional, but, if prepared, it should be attached to the summary report.

Appendix A attached

Appendix A

Status Report of Financial Management Improvements

Department or Agency: _____

Bureau or Subdivision: _____

Category: ☐ Systems Modernization ☐ Budgeting
☐ Accounting Procedures ☐ Improved Financial Reporting
☐ Cash, Credit, Debt Management ☐ Productivity
☐ Microcomputer Applications ☐ Payroll and Personnel
☐ Auditing Improvements ☐ Other

Status: ☐ Accomplished ☐ In Process

Description of Improvement

SUMMARY

Contact Person _____ Phone Number _____

DETAILS (Optional, attach if prepared)